

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 300 PERSONNEL</b>	<b>SUPERSEDES: AR 311 (05/08/02)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 311 PERFORMANCE EVALUATIONS FOR CLASSIFIED EMPLOYEES TEMP</b>	<b>EFFECTIVE DATE: 06/16/03</b>

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### **PURPOSE**

To provide written guidance concerning reports on performance of classified Department employees.

### **AUTHORITY**

NRS 209.131  
NRS 284.290  
NRS 284.340  
NAC 284.470, 284.474, 284.478

## **RESPONSIBILITY**

The Director is responsible to report to the State Department of Personnel on the performance of the Department's classified employees.

The Appointing Authority shall be responsible to ensure compliance with this procedure.

The Warden/Division Head shall be responsible for filing performance evaluations with the Department Personnel Division, on each of their employees who hold a classified position, by the time specified in NRS 284.340.

The Supervisor will be responsible for completing a performance evaluation on each employee within their supervision by the times specified in NRS 284.340.

## **DEFINITIONS**

**APPOINTING AUTHORITIES** – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Administrator Mental Health and Program Services.

**CLASSIFIED SERVICE** – All positions in the public sector which are not included in the unclassified service. Refer to NRS 284.150.

**DEPARTMENT** – The Nevada Department of Corrections.

**DEPARTMENT FILE** – The Personnel, Medical, and Payroll files maintained by the Personnel Division within the Nevada Department of Corrections Personnel Office in Carson City.

**DEPARTMENT PERSONNEL DIVISION** – The Personnel Division within the Nevada Department of Corrections.

**DIRECTOR** – The Director of the Nevada Department of Corrections.

**DIVISION HEADS** – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

**EMPLOYEE** – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

**EMPLOYEE APPRAISAL & DEVELOPMENT FORM (NPD-15)** – A written Statement which details an Employee's work performance, completed on the form prescribed by the State Department of Personnel.

**PERMANENT EMPLOYEE** – An employee who has successfully completed the probationary period for any class they have held during continuous classified service.

**PERMANENT STATUS** – The standing an employee has in the class to which appointed following successful completion of the probationary period.

**PROBATIONARY EMPLOYEE** – An employee who has not attained permanent status in any class they have held during continuous classified service

**PROBATIONARY PERIOD** – A period of time in which an employee's performance is evaluated prior to obtaining permanent status.

**REVIEWING OFFICER** – The individual responsible for review of an employees Work Performance Standards and Evaluations. Generally the direct supervisor, supervisor below the Appointing Authority.

**STATE DEPARTMENT OF PERSONNEL** – The Nevada State Department of Personnel.

**SUPERVISOR** – An employee of the Department that provides supervision and has first line supervisory authority, and are responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

**TRIAL PERIOD** – Any probationary period that is required of a permanent employee because of a promotion.

## **APPLICABILITY**

This regulation applies to all classified employees of the Department of Corrections.

## **PROCEDURES**

### **311.01 NOTIFICATION PROCESS**

1.1 The Department Personnel Division will forward notification of employee evaluations to the Warden/Division Head at least one month prior to the due date.

1.2 The Appointing Authority shall receive an informational copy.

## **311.02 REPORT FILING DEADLINES**

1.1 All probationary or trial period employees have a performance evaluation filed at the end of their 2<sup>nd</sup> and 5<sup>th</sup> months of employment if the probationary/trial period is six months, and at the end of the 3<sup>rd</sup>, 7<sup>th</sup>, and 11<sup>th</sup> months if the probationary/trial period is 12 months. **(3-4057)**

1.2 A permanent employee must have a performance evaluation filed at the end of the 12<sup>th</sup> month each year from the date of attainment of permanent status. **(3-4062)**

1.3 Employees who do not receive a performance evaluation by the filing deadline shall be deemed standard.

1.3.1 A probationary or trial period employee must be granted permanent status.

1.3.2 An employee must be granted an increase in salary based on merit, if due.

1.4 More frequent reports may be submitted at the discretion of the Warden/Division Head.

## **311.03 PREPARATION AND DISCUSSION**

1.1 The evaluation on an employee must be completed on an Employee Appraisal and Development form (NPD-15).

1.2 The preparation of an NPD-15 must be completed in conjunction with the current work performance standards for that employee. **(3-4062)**

1.3 Prior to submission of the NPD-15 to an employee, the Supervisor should obtain concurrence from their chain of command. Should any level within the chain of command disagree with the performance evaluation, the evaluation should be returned to the Supervisor to provide justification for rating.

1.4 A substandard evaluation must contain a statement that such an evaluation affects salary adjustments and longevity pay.

1.5 An employee who has received a substandard rating, must be re-evaluated at least every 90 days until the performance improves to standard, or other action becomes appropriate.

1.6 The preparation of an evaluation must include a discussion between the employee and Supervisor. The employee must be given a copy of the evaluation when the process is completed. **(3-4062)**

1.6.1 If an employee is unavailable for a discussion due to an extended absence, the Supervisor shall mail the evaluation to the employee. An evaluation or request for review is deemed to have been received on the 3<sup>rd</sup> day after the date on which it is postmarked.

- If sent via United States mail it should be sent certified mail.

1.6.2 Subsequent reviews shall occur as already specified below.

1.7 The Supervisor must obtain the employee's signature on the completed NPD-15, within 10 working days after the discussion.

1.7.1 During this discussion, if the employee agrees with the NPD-15 they must sign and return to the supervisor

1.7.2 The employee may take the NPD-15 for review by must sign and return to the Supervisor within 10 working days.

- The Supervisor should retain a copy of the NPD-15 and have the employee initial receipt of the original.

1.7.3 Should the employee disagree with the NPD-15 they must respond in writing regarding the points of disagreement and return to the Reviewing Officer within 10 days from receipt.

1.7.4 If the employee is not in agreement with the response from the Reviewing Officer, added points of disagreement may be documented and forwarded to the Appointing Authority within 10 days of receipt.

1.7.5 An employee, and subsequent review levels, may agree in writing to extend the 10 working day deadline.

1.7.6 Should the Reviewing Officer or Appointing Authority fail to respond to a request for review within 10 working days, a permanent employee may institute a grievance pursuant to NAC 284.658 to 284.695, inclusive.

1.7.7 Should an employee refuse to sign an NPD-15 or fail to return an NPD-15, the Supervisor shall make a note, obtain witness signature and forward the NPD-15 to the Department Personnel Division.

1.8 Once the evaluation, and subsequent review(s), have been completed it must be

forwarded to the Department Personnel Office.

1.8.1 The Department Personnel Office shall place a copy in the Department file and forward a copy to the State Department of Personnel. **(3-4065)**

1.9 Should a permanent employee disagree with the outcome of the review(s), the employee may file a grievance pursuant to NAC 284.658 to 284.695, inclusive.

1.10 If an employee has not worked under the current supervisor for an adequate period, the supervisor may obtain input on the employee's performance from previous supervisor if available so as to accurately complete the report.

1.11 The Supervisors will meet periodically with employees to discuss issues and expectations when necessary.

- It is the duty of each supervisor to constantly communicate with subordinates.
- The employee should be able to use the Employee Appraisal and Development Form as a guide to areas of job performance, which may require improvement. **(3-4062)**

## REFERENCES

ACA Standards 3-4057, 3-4062, and 3-4065

## ATTACHMENTS

Employee Appraisal & Development Report Form - NPD-15

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**

\_\_\_\_\_  
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**